

INTERNATIONAL STUDENTS DOCUMENTS SYSTEM - STUDENTS

This application provides UHCL International Students with a way to submit Forms, Updates and Requests to the International Advising Office, where they will be processed by Advising Staff.

*Revised December,
2014*

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Accessing the Form Management System

Go to the address <https://apps.uhcl.edu/ISD>.

Office of International Admissions & Programs

If you are a **Prospective New Student or an Alumni whose UHCL account has been deleted** not enrolled in classes, you will need to create a portal account to access this system. Former students or graduates that are not enrolled may no longer have valid UHCL computer accounts. Please select the red button for **New Students or Alumni** to create an account and access this portal.

Current Students | **New Students and Alumni**

Browser Compatibility

ISD is designed to work with the latest versions of the following browsers:

- Chrome (Mac, Windows, iOS, and Android)
- Safari (Mac and iOS only)
- Firefox (Mac, Windows)
- Internet Explorer (Version 9 or later)
- Opera (Mac, Windows)

Internet Explorer 9

Internet Explorer 9 is currently supported with limitations. Please be aware that there may be slight rendering issues as this browser does not support the latest web standards.

Internet Explorer 8

Internet Explorer 8 is **not supported**. Internet Explorer 9 is available on Windows XP, Windows Vista, and Windows 7. If you are on Windows 7 or Windows 8, it is strongly advised that you upgrade to Internet Explorer 10, or use an alternative browser that supports modern web standards.

Current Students will log in using their **UHCL ID and password**. They will use the prefix "PCLAB\{username}" to log in.

ISD Sign In

Please sign in using your campus username and password to proceed. Students should use the prefix "PCLAB\username"

Username:

Password:

[➔ Sign in](#)

If you are a new or prospective student who has not enrolled in classes yet, OR you are an Alumni who has graduated and whose UHCL computer account has expired, you will need to create a Portal Account to access the forms. Therefore, you will need to click on the button, "**New Students and Alumni**"

Office of International Admissions & Programs

If you are not currently enrolled in classes at UHCL, you will need to create an account in order to access the Office of International Admissions and Programs Documentation Portal.

If you have already created an account in the ISD portal, proceed to the Login page by selecting an **I have an Existing Account**. If you have not created a login for this portal, you will need to select **Create an Account**.

I have an Existing Account | **Create an Account**

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Creating a Portal Account

If using the Portal for the first time as a student is not currently enrolled in classes, you will click the button for “Create Account”.

Create an Account

Create Account

Email Address:	*	Must be a valid email address
Confirm Email Address:	*	
Password:	*	
Confirm Password:	*	
SEVIS ID:	*	Located on top of I-20/DS-2019
UHCL ID (if known):		seven digit Student Id
First Name:	*	
Middle Name:		
Last Name:	*	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Preferred Email Address:	*	
UHCL Email Address (if known):		
Preferred Phone Number:	*	area code/phone number
Date of Birth:	*	MM/DD/YYYY

Creating an Account in Detail

Email Address: You will need to enter a valid email address for your User Id. This cannot be changed once created. You can add a different “Preferred Email Address” for which to receive correspondence should your email address listed here becomes inaccessible in the future. This address must match the entry made in the “Confirm Email Address Field”.

Password: This is a required field. For security, it is recommended that you use at least one upper case letter, one number and one special character, “# \$! % & ^” in the password. This entry must match the “Confirm Password Field”.

SEVIS ID: This is a required field. This is the number is located on top of your I-20/DS-2019.

UHCL Id: This field is not required. If you are an Alumni whose computer account has expired with the University, you may enter it here as additional identification and to help unite the portal accounts with UHCL records.

First Name: This name should be the name you submitted with your application or match UHCL records.

Last Name: This name should be your legal last name.

Gender: Male or Female. The default selection is “Male” and should be changed accordingly.

Preferred Email Address: This is the address where your correspondence will be directed. Unlike your User Id, this address can be changed.

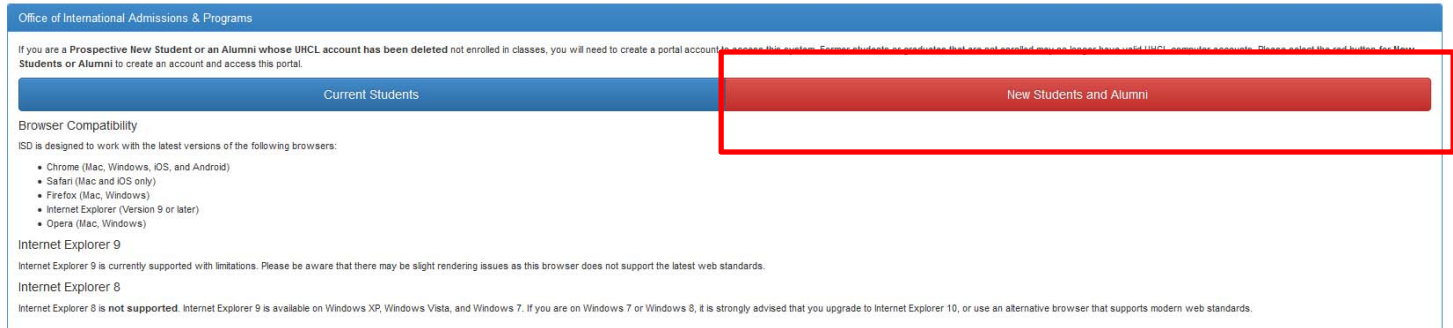
UHCL Email Address: If you have or obtain a UHCL email address, it can be entered in this field. This is not a required entry.

Preferred Phone Number: This is the phone number where you can be reached for direct contact or to retrieve messages.

Date of Birth: This is a required field.

Logging in with a Portal Account Id

To log in with a portal account, click “New Students or Alumni” on the home screen.



Office of International Admissions & Programs

If you are a Prospective New Student or an Alumni whose UHCL account has been deleted not enrolled in classes, you will need to create a portal account to access this system. Former students who do not have a UHCL computer account, please select the red button for New Students or Alumni to create an account and access this portal.

Current Students **New Students and Alumni**

Browser Compatibility

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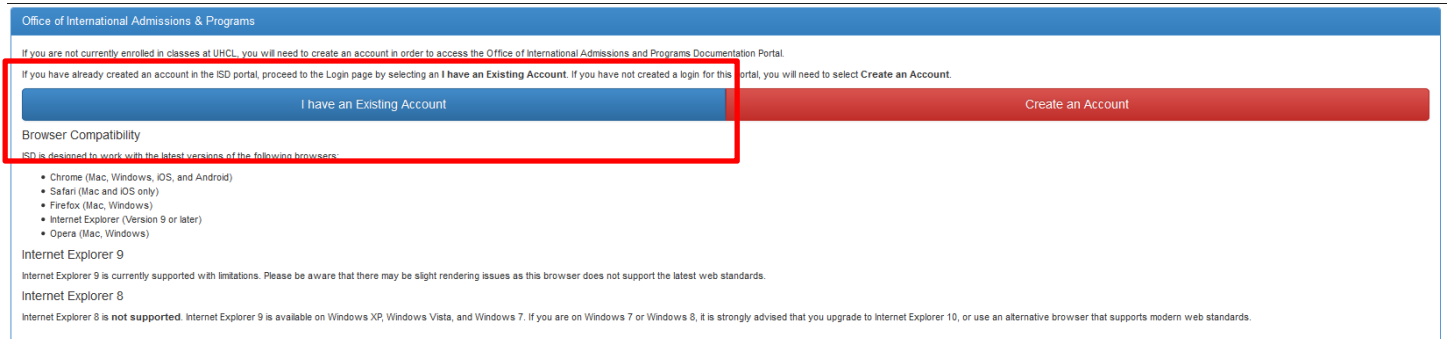
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Click “I have an existing Account”.



Office of International Admissions & Programs

If you are not currently enrolled in classes at UHCL, you will need to create an account in order to access the Office of International Admissions and Programs Documentation Portal.

If you have already created an account in the ISD portal, proceed to the Login page by selecting an I have an Existing Account. If you have not created a login for this portal, you will need to select Create an Account.

I have an Existing Account Create an Account

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Enter your User Id (email address used to register) and your password.



Enter your User Id and Password

Email Address:

Password:

Login Reset Password

Click “Login”.

Editing Account Information

Success:
Account Created

Upon successful completion, you will see confirmation that the account was created. You will not need to register with the portal again, rather you will log in under the **Portal Account Login Screen**.

Welcome Page | New Student Forms | Current Student Forms | Alumni Forms | My Submitted Forms | **Edit Account Information**

Form Submissions, Requests and Updates

Welcome to the new Office of International Admissions & Programs online portal for current F-1 and J-1 international students and scholars! This system allows students to log in using their UHCL credentials to submit forms, updates and requests to the International Advising.

Online requests and PDF forms are generally processed within 5-7 business days of complete submission. Requests are reviewed in order of receipt. If you have any questions, please contact International Advising at intladvising@uhcl.edu or come by during Express Advising 2-5PM Tuesday's and Wednesday's.

International Advising Portal Information:

- Do not upload any forms, or supporting documents that total over 15MB in total
- Webforms – updates and requests submitted online
- PDF Form Upload – forms with supporting documents requiring you print and submit to intladvising@uhcl.edu or the OIAP front desk in Bayou Building 2123
- Ensure you upload all of the required documents for online submissions. Incomplete submissions will not be reviewed
- Please do not contact your Advisor to confirm online form submission. You will receive a confirmation page once form is successfully submitted
- You may view forms you have submitted in the "submitted forms" tab

Upon login, you will be directed to the main page of the portal. From here, you can submit forms, view form submissions and edit account information.

Clicking the tab for **“Edit Account Information”** will take you to the following screen:

Update Account Information

Userid: * j@j.com

SEVIS ID: *

First Name: *

Middle Name: *

Last Name: *

Phone Number: *

Gender: Male Female

UHCL ID: *

UHCL Email Address: *

Preferred Email Address: *

Date of Birth: *

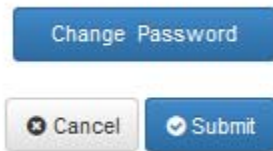
Change Password

Cancel Submit

You can edit your account information or change your password from this screen.

Change Password

To change your password, click the button for “**Change Password**” from the “**Edit Account Information**” Tab.



Enter your new password. Enter the same information in the Confirm Password field. These must match!

Change Password

Password:

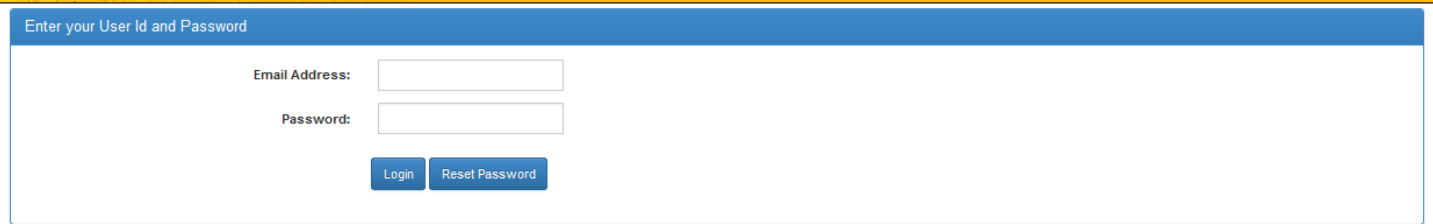
Confirm Password:

On successful change, you will receive confirmation:

Success:
Password successfully changed.

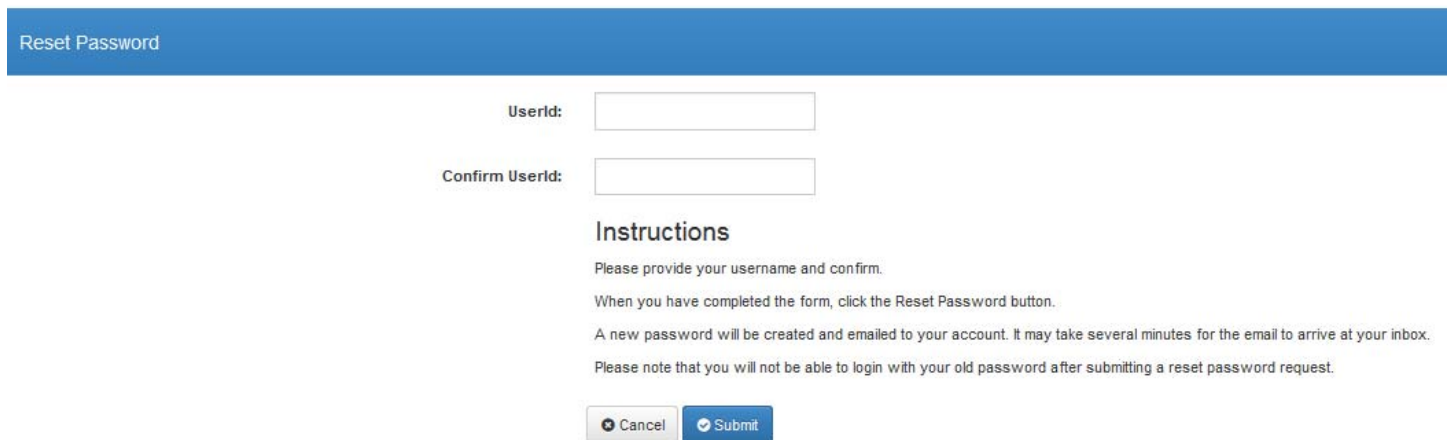
Reset Password

At some time, you may have forgotten your password. In this case, proceed to the portal login screen (New Student\Alumni then to “I have a Portal Account”)



The screenshot shows a blue header bar with the text "Enter your User Id and Password". Below the header, there are two input fields: "Email Address:" and "Password:". Below the "Password:" field, there are two buttons: "Login" and "Reset Password".

Click “Reset Password”.



The screenshot shows a blue header bar with the text "Reset Password". Below the header, there are two input fields: "UserId:" and "Confirm UserId:". Below the "Confirm UserId:" field, there is a section titled "Instructions" with the following text: "Please provide your username and confirm. When you have completed the form, click the Reset Password button. A new password will be created and emailed to your account. It may take several minutes for the email to arrive at your inbox. Please note that you will not be able to login with your old password after submitting a reset password request." Below the instructions, there are two buttons: "Cancel" and "Submit".

Enter your User Id and confirm. A new password will be generated and emailed to your “**Preferred Email Address**” on file. You will not be able to log in with your previous password when a reset password is submitted.

When you have logged in successfully, you should change your password to something secure that you can remember by clicking on the “**Edit Account Information**” tab and choosing the button to “**Change Password**”.

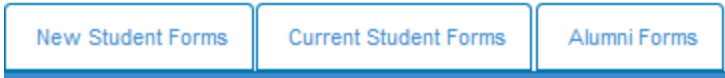
Additional Account Information

You can enter an invalid password 5 times before the account will be locked out. The account will remain locked out until you wait 5 minutes, or contact the Office of International Advising to have them unlock. They will not be able to tell you your password and they will not be able to reset it for you. You will need to use the Change Password and Reset Password features available in the program.

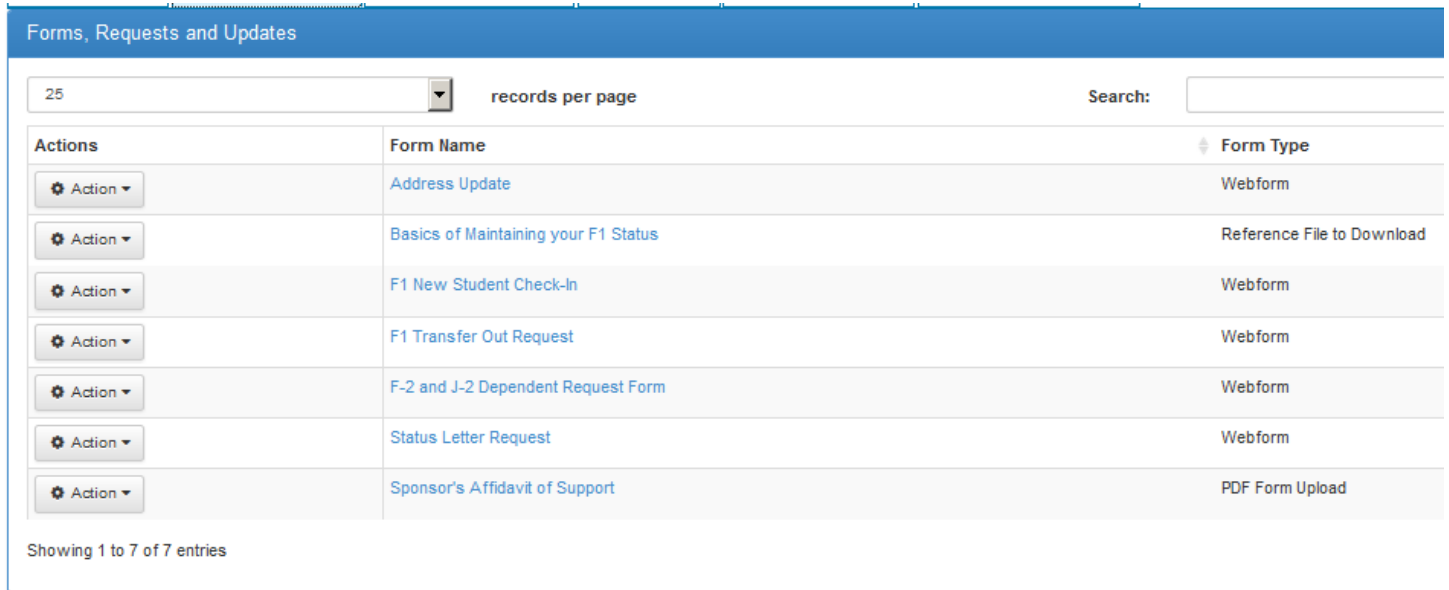
If you have trouble creating an account or have questions, please email the Office of International Advising at intladvising@uhcl.edu.

Obtaining Forms

Forms are divided into categories: New Student, Current Student and Alumni Forms. You should be able to find the form you need in the respective category.



Under each tab you will see a list of available forms:

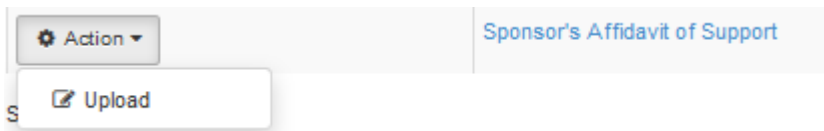


The screenshot shows a web interface titled "Forms, Requests and Updates". At the top, there is a dropdown menu set to "25" and the text "records per page". To the right is a search box labeled "Search:". Below this is a table with three columns: "Actions", "Form Name", and "Form Type".

Actions	Form Name	Form Type
Action ▾	Address Update	Webform
Action ▾	Basics of Maintaining your F1 Status	Reference File to Download
Action ▾	F1 New Student Check-In	Webform
Action ▾	F1 Transfer Out Request	Webform
Action ▾	F-2 and J-2 Dependent Request Form	Webform
Action ▾	Status Letter Request	Webform
Action ▾	Sponsor's Affidavit of Support	PDF Form Upload

Showing 1 to 7 of 7 entries

Clicking on the Form Name for PDF Forms will link to the online document for you to fill out, scan and submit. PDF submissions can be completed by clicking on the Action Button located next to the form, and clicking Upload.

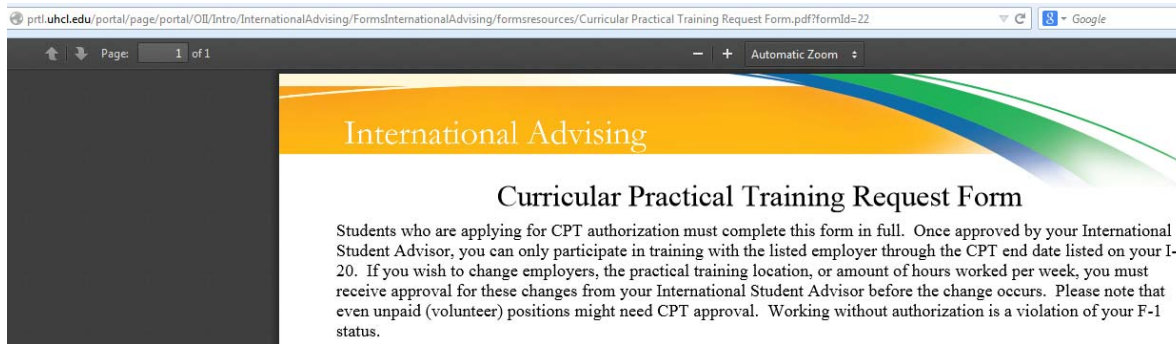


WebForm documents can be accessed by clicking on the Form Name and filling out the WebForm; hitting the "Submit" button when completed. All mandatory fields will need to be completed in order to successfully submit a WebForm.

PDF Form Examples

25	records per page	Search:	
Actions	Form Name		Form Type
<input type="button" value="Action"/>	Curricular Practical Training Request		PDF Form Upload
<input type="button" value="Upload"/>	I-20 Extension		PDF Form Upload

Click on the form name and the link will open the online PDF Form.



Save the form to your desktop. Fill it out. When complete, log back in, click on the Action button next to the form load that reads "Upload".

The form will be populated with the information retained in the UHCL System for your UserId:

Upload a Form

UHCL ID:	*	1111111
SEVIS ID:	*	XXXXXXX
FirstName:	*	Jane
Last Name:	*	Doe
UHCL Email Address:	*	Doe@uhcl.edu
Date of Birth:	*	01/01/1988
Form Name:	*	Curricular Practical Training Request
File Name:		<input type="button" value="Browse..."/> No file selected.

Submitting a PDF Form

Upload a Form

UHCL ID:	*	1111111
SEVIS ID:	*	XXXXXXX
FirstName:	*	Jane
Last Name:	*	Doe
UHCL Email Address:	*	Doe@uhcl.edu
Date of Birth:	*	01/01/1988
Form Name:	*	Curricular Practical Training Request
File Name:		<input type="button" value="Browse..."/> No file selected.

Click **"Browse"** to find the completed PDF file you are ready to upload. After selecting the file, click the "submit" button. Upon Successful upload, the following message will display:

Success:
Form Uploaded

WebForm Examples

Action ▾	Address Update	Webform
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Click on the form name to open the form:

Individual Taxidentification Number Letter Request

Today's Date: * MM/DD/YYYY

Portal Account ID: *

SEVIS ID: *

FirstName: *

Last Name: *

Gender: Male
 Female

Preferred Email Address: *

Date of Birth: *

Are you currently employed? Yes
 No

Fill out the form and hit the submit button at the bottom:

View Submitted Forms

Forms **My Submitted Forms**

Action ▾	F1 New Student Check-In	Processed	11/21/2014
Action ▾	F1 Transfer Out Request	In-Process	12/01/2014
<input checked="" type="checkbox"/> Add Additional Documentation	Parent's Affidavit of Support	Active	12/01/2014

Clicking on the Submitted Forms Tab will show you the form you have submitted. Clicking the submitted Form name will show full details of your submission.

Student Id Number:
 Name:
 Form: Status Letter Request

UHCLid	<input type="text"/>
SevisId	<input type="text"/>
FirstName	<input type="text"/>
LastName	<input type="text"/>
Email	<input type="text"/>
PreferredEmailAddress	<input type="text"/>
Dob	<input type="text"/>
Sex	<input type="text"/>
StreetAddress	<input type="text"/>
AptNumber	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
PickupLocation	Clear_Lake_Campus
LetterRequests	Good_Standing

Submitting Additional Documentation

There may be times after you have made a submission that more documentation is required. You can submit additional documentation by clicking on the Action button to the left of the submission in question and click on “Add Additional Documentation.”

Action ▾	Status Letter Request	Needs More Information	12/01/2014
☑ Add Additional Documentation	Transfer Out Request	Processed	10/13/2014

UHCL ID: *

SEVIS ID: * Located on top of I-20/DS-2019

FirstName: *

Last Name: *

UHCL Email Address: *

Preferred Email Address: *

Date of Birth: *

Original Form Request: * Status Letter Request

Original Date of Submission: * 12/1/2014 12:54:04 PM

File Name: No file selected.

The submission information will display with a field in which you can upload additional files. Click “**Browse**”.

Select the file you want to upload and click “**Submit**”.